CHAPTER 9

SUPPLY SUPPORT

This chapter describes the supply support procedures according to the Naval Aviation Maintenance Program (NAMP). It also describes some basic information about the Naval Aviation Logistics Command Management Information System (NALCOMIS). The *NALCOMIS User's Manual* contains detailed information on the NALCOMIS procedures. The AKs assigned to the aviation support division or supply support center should be familiar with these procedures. This chapter will give you the knowledge you need to provide effective customer support. While working in supply, your goal is to provide the best supply support possible while maintaining a strict accountability of assets. The key to achieving this goal is to know the procedures for processing documents and materials and maintain accurate transaction records.

The NAMP (OPNAVINST 4790.2) outlines command, administrative, and management relationships. It also establishes policies and procedures for the assignment of maintenance tasks and responsibilities. The NAMP is the basic document and authority that governs the management of all aviation maintenance.

The NALCOMIS is an integrated, on-line, and real-time system. The devices used to input data in NALCOMIS include computer terminals, magnetic tape drives, and communication networks. The terminals are the primary devices for data input because of the on-line and interactive nature of the system. The data output from NALCOMIS is via screen displays, reports, and interfaces to the functional user of the system. The data resides within NALCOMIS on an integrated data base that contains both static and dynamic data types.

The static data elements are used mainly for reference purposes during system operations. Many of these elements are added to the system during initial installation and require minimal updates during the use of the system. Updates to these elements are restricted to users that have the proper authority and responsibility to maintain the integrity of the data base. Static data elements are used for validations and reference purposes on input transactions, output reports, and displays.

The dynamic data are added and updated through the normal operations of the application system. The addition or update of dynamic data is done through on-line transaction processing and interfaces with other computer systems.

Personnel will require a password to sign-on to NALCOMIS. Passwords are maintained by the data administrator at each NALCOMIS site. To prevent unauthorized use, the password is accessible only to a minimum number of authorized personnel. A user will be assigned only one password at any time. Passwords are processed in such a way that NALCOMIS recognizes the user signing on, the user's organization (ORG), work center (WC), and special maintenance qualification (SMQ. The SMQ assigned to each person will determine his/her ability to access a specific NALCOMIS conversation.

The first opportunity for the user to provide input to NALCOMIS is during sign-on. Any unauthorized attempt to sign-on will produce an error message on line 2 of the display screen to indicate such condition has occurred. After a successful sign-on, the user's assigned SMQ will be referenced to determine if the user is allowed to do the transactions.

Supply and maintenance personnel assigned to appropriate work centers will be allowed to enter data in NALCOMIS. Once signed on to NALCOMIS, the organization, work center, and SMQ of the user will be known. Potential users should attend the proper training classes before getting access to NALCOMIS.

The Navy supply system is responsible for providing material in support of the operation and maintenance of aeronautical equipment. Its purpose is to locate material when and where it is needed. The intent is to make the relationship between the supplier and the user as simple and uncomplicated as possible. However, the procedures should be within the boundaries of the logistics directives published by higher authorities. Replenishment of stock may be by system basis as a direct result of recorded usage and demand data or program basis from precalculated usage. All Navy activities have an assigned area to which they can submit requests for material or services. In the case of aviation maintenance, it starts at material control. The

requests then flow to ASD/SSC or to the designated point in the supply system.

NAMP POLICIES AND PROCEDURES

To be successful in maintenance and material management, you must follow the policies and procedures outlined in the NAMP. The following paragraphs describe some of the NAMP policies and procedures.

COMMON GOAL OF SUPPLY AND MAINTENANCE

The common goal of supply and maintenance organizations is to provide maximum weapons systems operational readiness. A close liaison between supply and maintenance personnel is essential in achieving this goal. It is important that supply and maintenance personnel have a single point of contact for coordinating those functions common to both.

MEETINGS BETWEEN SUPPLY AND MAINTENANCE PERSONNEL

Meetings are held at least weekly between supply and maintenance representatives. The status of high priority requisitions is the general topic of the meetings. These requisitions are the Not Mission Capable Supply (NMCS), partial Mission Capable Supply (PMCS), and other related requisitions. Monthly meetings are also held to resolve problems, establish local procedures, and promote material support effectiveness.

SPECIAL MATERIAL MANAGEMENT PROGRAMS

The special material management programs control critical and costly repairable material used in support of aircraft maintenance. They are listed as follows:

- The Operational Support Inventory (OSI)/Fixed Allowances Program
- The Intensive Repairable Item Management (IRIM) Program
- The Aviation Depot Level Repairable (AVDLR) Program
- The Advanced Traceability and Control (ATAC) Retrograde Depot Level Repairable (DLR) Program

Weapons systems are supported under the OSI/fixed allowance concept. Activities cannot exceed a negotiated firm allowance without authorization from the inventory control point (ICP). All assets are carried on the supply officer's record in Purpose code W or L. Refer to NAVSUPINST 4440.160, FASOINST 4440.15, and FASOINST 4440-16 for additional information. The supply and maintenance activities must maintain the one-for-one exchange discipline for issues of AVDLR items. Pass requisitions off-station only after the Beyond Capable Maintenance (BCM) action. However, you may pass requisitions off-station for anticipated NMCS or items listed in the CRIPL before processing a turn-in.

The IRIM program, at Navy ICP, standardized previous programs for intensive management of high cost and critical repairable items. For aviation repairable, IRIM replaces the Intensive Closed Loop Aeronautical Management Program (I-CLAMP). The objectives of IRIM are to resolve troubled items, improve turn-around-time (TAT) and carcass returns, and reduce backorders. Refer to NAVSUPINST 4419.4 and ASOINST 4440.99 for additional information.

The Defense Business Operating Fund (DBOF), formerly Navy Stock Fund, finances the AVDLR. Essentially, the DBOF is a revolving accounts of finds and material. Aviation units pay for DBOF items with aviation fleet maintenance (AFM) operating finds. In turn, DBOF uses the payment to replenish the items by paying for the repair or buying new replacement items. The benefits of the AVDLR program are reduced backorders, improved financial flexibility, and improved aircraft readiness. Also, it is an incentive for maintenance personnel to effect all repair permitted under the NAVAIR Aircraft Maintenance Plan.

The objective for establishing the ATAC Retrograde DLR Program is to improve control of turned in repairable items. The DLR Carcass Tracking Program provided improved accountability, traceability, and customer billing accuracy. Prior to implementation of ATAC the Program, each activity shipped retrograde to different repair/overhaul points. Under ATAC procedures, activities send retrograde to the ATAC hub. The hubs serve as centralized DLR processing facilities. Refer to NAVSUPINST 4421.20 for complete ATAC procedures.

MATERIAL REPORTING

Material reporting is a procedure that uses supply action documents in support of maintenance. The

information from the supply document are entered and merged with the material reporting history file. Activities forward the report to the Naval Sea Logistics Center (NAVSEALOGCEN). Material usage data in the report conveys information to different managerial levels in the Navy. This data allows management to accomplish the following:

- Relate material issues and turn-ins to weapons systems and components by activity and maintenance level
- Appraise higher commands of material expenditures in support of maintenance
- Determine weapons systems costs at the O- and I-levels of maintenance
- Determine usage, failure, and TAT rates for allowance change requests and developing the OSI/fixed allowance

A record type (RECTYP) code identifies each type of supply action document. The record type codes are as follows:

- RECTYP 60 - Material issues for weapons systems
- RECTYP 61 - RFI component from IMA
- RECTYP 62 - Deletion of previously submitted RECTYP
- RECTYP 63 - The non-RFI components from IMA
- RECTYP 64 - Material issue for technical directive (TD) compliance
- RECTYP 65 - Material issue to fill initial allowance
- RECTYP 66 - Material issue to PEB and for indirect material requirements

The source documents used for gathering information for material reporting are the requisitions and the supply portion of maintenance actions. In manual processing, these are the completed DD Form 1348 (6 pt) and a copy of the maintenance action form (MAF). The completed documents require timely submission to the data services facility (DSF) for processing. That is, the document must be processed within 1 work day after completing the supply transaction. In automated activities, the computer automatically extracts the data for material reporting. Supply must complete revalidation of erroneous material reporting data within 1 work day after receipt from DSF.

NOTE: The NALCOMIS communication network allows output of the Aviation Maintenance and Material Management Systems to an external interface.

The local data services facility provides supply with local material reports. The MR-1-1 and MR-1-2 contain information for repairable management and fixed allowance determination. These reports merge supply and maintenance data to determine usage and TAT of repairable items. The MR-1-1 and MR-1-2 are identical reports except for the sequence in which they are produced and the totals taken. The MR-1-1 is by Work Unit Code (WUC), by NIIN, and by JCN sequence. The MR-1-2 is by NIIN and by JCN sequence. Each report has two parts. Part 1 is a detailed list, and part 2 is the summarization of the detailed list. The report contains the data for the current 6 months. Activities requesting the report can select the reporting period desired. The MR-2-1, MR-2-2, and MR-2-3 are expense item management data reports. The reports contain information for reviewing item usage to set stock levels. The reports display frequency and demand data on all maintenance and related expense items for up to the previous 6 months, Activities using NALCOMIS should refer to the *NALCOMIS User's Manual* for procedures on material reporting.

AVIATION SUPPORT DIVISION

Material management involves a direct relationship between the two complex operations of maintenance and supply, It is important that these operations have a single point of contact for coordinating those functions common to both. The success of material management at any activity depends largely on the success of this coordination effort. It is imperative supply and maintenance personnel be familiar with responsibilities of both.

RESPONSIBILITIES

The ASD/SSC officer is responsible to the supply officer for the performance of the center and acts as a direct liaison between the aircraft intermediate maintenance department (AIMD) officer and the supply officer. The ASD/SSC is responsible for the following actions:

- Receiving requirements for material in support of weapons systems maintenance

- Performing technical research and preparing supply requisitions
- Delivering material to customers
- Monitoring turn-in of repairable components due from both O- and I-level maintenance activities
- Maintaining the local repair cycle asset (LRCA) storage areas and providing listings of available components to customers
- Establishing, maintaining, and replenishing pre-expended bins (PEBs) and providing PEB listings to customers
- Coordinating with the AIMD to originate customer service requests with the NADEP
- Initiating local expeditious repair (EXREP) requests
- Maintaining awaiting parts (AWP) storage areas and establishing requisitions and follow-up procedures for required AWP piece parts
- Expediting high-priority requisitions
- Measuring supply response time

For detailed procedures for the responsibilities of each unit, refer to OPNAVINST 4790.2.

LOCATION

The ASD/SSC should be located adjacent to maintenance areas to improve maintenance/material support coordination. The physical location of the SSC/ASD may vary according to local geographic and facilities layout.

HOURS OF OPERATION

All the functional areas of the ASD/SSC must be manned and operational during the operating hours of all maintenance activities being supported. When maintenance is being performed 24 hours a day, supply support is required 24 hours a day. Manning levels during other than normal working hours must be consistent with the support requirements and requisitioning processing standards.

MEANS OF RECEIVING REQUISITIONS

In manual processing, ASD/SSC may receive requisitions on various forms. These forms include DD Form 1348 (6 pt and DD Form 1348-6. ASD/SSC may also receive requisitions via message.

In automated activities, ASD/SSC receives requisitions electronically via computer terminals.

RESPONSE STANDARDS

Maximum elapsed response times are established for the issue of items available in local supply stock or furnishing the customer with requisition status on an automatic basis for not-carried (NC) or not-in-stock (NIS) items. Response time starts when the requirement is placed in the SSC/ASD and stops when the requested material or status is received at the delivery mint. Chapter 8 of this TRAMAN shows these time standards. Response time should be individually measured and maintained on a monthly basis for review by the supply officer.

The NALCOMIS activities can print the Issue Response Time Analysis Report through conversation code N692. The user can specify the ORG code, Project code, and urgency of need designator along with inclusive dates for the report. This report summarizes the issue response time by Project code within Type Equipment code, within organizational code, and within issue group.

STATUS LISTINGS

Daily mechanized listings that provide complete supply status for all NMCS/PMCS and anticipated NMCS are provided by the program management unit (PMU) to both the O- and I-level maintenance activities in sufficient quantity to ensure adequate distribution. Data is sequenced to expedite the daily validation process. As a minimum, the listings contain the following information:

- Document number
- Cognizant symbol (COG), material control code (MCC), national stock number (NSN), and special material identification code (SMIC)
- Unit of issue and quantity
- Project and priority
- Bureau number
- Nomenclature
- Status/Routing Identifier code (RIC) of activity submitting status

- Job control number (JCN)
- Work Unit code (WUC)
- Originator code of requisitioner

The NALCOMIS activities can print NMCS/PMCS High Priority Report through conversation code N696. This report will list all requisitions selected by the user.

An AWP status is provided weekly to the AIMD on a mechanized listing and contains, as a minimum, the same information as the previous NMCS/PMCS status listing, except the BUNO is replaced with the work center. The NALCOMIS activities can print the AWP Repair Parts Status Report through conversation code N694. This report lists all of the components that are AWP.

INDIVIDUAL COMPONENT REPAIR LIST

The Individual Component Repair List (ICRL) contains the existing repair capability data on items previously processed by the IMA. The supporting supply activity is responsible for assisting IMA in maintaining an accurate ICRL. The supporting supply activity uses the ICRL for the following purposes:

- To enter the repair capability code on local stock records
- As a source of data for recomputing repairable allowances for activities that use manual procedures

The NALCOMIS activities use conversation code N201 to add new ICRL records to the data base. Conversation code N202 is used to update already established records or to delete an ICRL record. Conversation code N222 is used to display the ICRL record of an item on the computer screen. Conversation code N235 is used to request a printout of ICRL in the sequence selected by the user.

ORGANIZATION

The aviation support division (ASD)/supply support center (SSC) is the contact point for supply operations. It is the single contact point where material control centers of O- and I-level maintenance activities place requirements for material and equipment required for support of weapons systems maintenance. The ASD/SSC consist of two sections, the supply response section (SRS) and the component control section (CCS). Figure 9-1 shows the organization of the ASD/SSC.

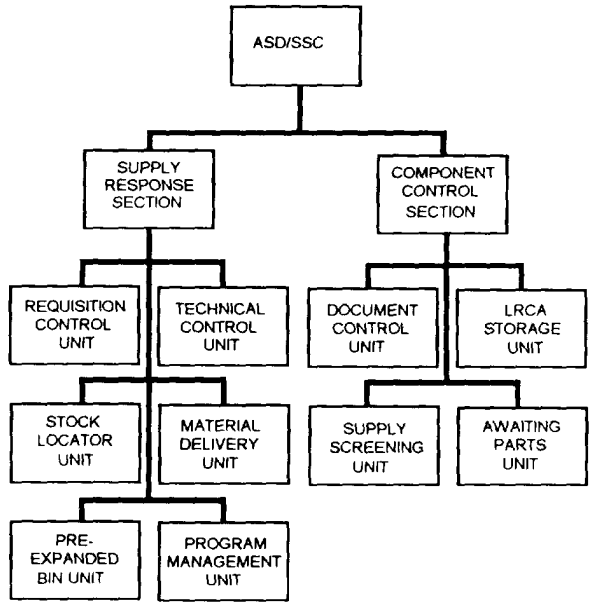

Figure 9-1.-.ASD/SSC organization.

Supply Response Section

The SRS is the single point of contact for processing customer requirements and providing follow-ups and status as required. The SRS is divided into six units: requisition control unit (RCU), technical research unit (TRU), stock locator unit (SLU), material delivery unit (MDU), pre-expended bin (PEB) unit, and the program management unit (PMU).

The SRS is responsible for the following:

- Processing material requirements
- Maintaining control
- Transmitting requests to other on-station supply processing points as required
- Delivering all parts and materials to customers
- Providing status on all requirements received
- Maintaining all aviation PEBs
- Expediting all high-priority requisitions
- Reviewing and monitoring mailbox messages in NALCOMIS

Individual unit responsibilities of the SRS are listed in the following paragraphs.

REQUISITION CONTROL UNIT (RCU).— The RCU receives all requests for material requirements,

prepares appropriate documentation, maintains appropriate files and registers, and provides status to the customers. This unit also maintains the proof of delivery (POD) file.

The requisition from the customer will include the MILSTRIP and the following information:

- Organizational (ORG) code.
- Job control number (JCN).
- Type Equipment code (TEC).
- Bureau/serial number (BUNO), if applicable.
- Work Unit code (WUC). The WUC may be omitted for RECTYP 64, 65, 66, or 67 issue. Requests for consumable material that do not have a unique WUC must indicate the WUC of the subsystem on which the material is being installed.
- Commercial And Government Entity (CAGE) code. This element will have the engine TEC in lieu of the CAGE when requisitioning an aircraft engine.
- Quantity.
- Document Number.
- Demand code.
- Delivery point. (Used for intrastation only.)
- Fund code, if applicable.
- Project code.
- Priority.
- Required delivery code, if applicable.
- Advice code. This code is mandatory for repairable items.

Upon receipt of the requisition, RCU logs the information in the requisition register or log. Then, RCU sends the requisition to the technical research unit (TRU).

The following paragraphs describe manual processing of the DD Form 1348 (6 pt).

If the requisition is for consumable material, RCU will receive the green copy from TRU. The RCU files the green copy in the suspense file.

RCU processes issue transactions as follows:

For consumable issue, RCU will receive the hardback copy from MDU. The RCU then makes the necessary entries in the requisition log, discards the green copy, and files the hardback in the proof of delivery (POD) file.

For repairable issues, RCU receives the hardback copy from the document control unit (DCU) for the POD file. The RCU also makes the proper entries in the requisition log.

The RCU processes not-carried (NC) or not-in-stock (NIS) requisitions for consumable material as follows:

The RCU receives and forwards requisitions marked NC/NIS to the technical research unit for substitutes or interchangeable. If the requisition is still NC/NIS, RCU provides the status to the customer. The RCU forwards NMCS, PMCS, and work stoppage requisitions [less yellow, white, and green copies of DD Form 1348 (6 pt)] to PMU. The RCU forwards indirect support requisitions to the control division for referral action. Upon receipt of the signed hardback copy, RCU files it in the proof of delivery file (POD) and discards the green copy from the suspense file.

The RCU processes NC/NIS requisitions for repairable material as follows:

Upon receipt of the green copy marked NC/NIS from the stock locator unit (SLU), RCU provides the status to the customer. If the requisition is NMCS/PMCS/work stoppage, RCU sends the green copy to the programs management unit (PMU) and notifies SLU of the EXREP or work stoppage status. Then, RCU gives the yellow copy of the DD Form 1348 to the material delivery unit for pickup of retrograde.

The RCU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows:

Upon receipt of the DD Form 1348 (less white copy) from SLU, RCU will provide the status to customer. The RCU forwards the DD Form 1348 (less white copy) to PMU for further processing.

The RCU acts upon unsatisfactory issues as follows:

Upon receiving notification that material is ready for pickup, RCU informs MDU to pickup the item. If the item is in ready for issue (RFI) condition, MDU routes the item to stock after checking the item with the turn-in document. If the item is in an unserviceable condition, MDU forwards the item to the component control section (CCS). In turn, CCS prepares the MAF (or other document) needed to induct the item to IMA.

The NALCOMIS activities use conversation code N618 to record the return of consumable or repairable items from customers. This process creates a turn-in (D6A) record. It also generates a DD Form 1348-1 or Repairable Movement Notice (D6A) if the item is repairable.

NOTE: In the event that wrong material was received from off station, either RFI or non-RFI, and there is no allowance for the material, submit a Report Of Discrepancy (ROD) for disposition instructions.

The RCU prepares a duplicate DD Form 1348(6 pt) (or other document) of the original requisition with RECTYP 62. The RECTYP 62 will delete the RECTYP 60 previously submitted. The RCU forwards one copy of the DD Form 1348 to the data services facility (DSF) for processing. A duplicate DD Form 1348 is not required if the original copy can be located and destroyed prior to being forwarded to DSF.

In NALCOMIS activities, RCU is primarily involved with conversation codes N601, N602, N604, N607, N610, and N615. The RCU also uses conversation codes N606, N614, N619, N624, N630, N643, N668, and N679. Refer to the *NALCOMIS User's Manual* for other conversation codes used by RCU.

TECHNICAL RESEARCH UNIT (TRU).— The TRU is responsible for the verification of requisition data, such as part number, stock number, references, and other technical data. When applicable, a thorough technical research is made for substitution, interchangeability, and alternate national item identification numbers.

The TRU processes requisitions as follows:

The TRU receives requisitions from RCU. Upon receipt of the requisitions, TRU performs technical research to find the required data needed to process the requisition. The TRU uses publications, catalogs, stock lists, manuals, or computers to perform the research.

If the requisition is for a consumable item, TRU sends the green copy of DD Form 1348 to RCU and discards the yellow and white copies. The TRU sends the remaining copies of DD Form 1348 to the stock locator unit for further processing.

If the requisition is for a repairable item, TRU checks the CRIPL. If the requested item is not listed in the CRIPL, TRU marks the requisition as a mandatory turn-in repairable (MTR). The TRU also lists the applicable substitute, interchangeable, supersedure, and next higher assembly information on the requisition. The TRU forwards the white copy of the DD Form 1348 to DCU and the remaining copies to the stock locator unit (SLU).

In NALCOMIS activities, TRU uses conversation codes N604, N610, N631, N650, N651, N654, N656, N657, and N679. It also uses conversation codes N682, N683, N687, N689, and N628.

STOCK LOCATOR UNIT (SLU).— The SLU is responsible for locating the material by use of stock locator cards, master stock status and locator listing (MSSLL), or other available locator systems. Under some automated systems, the locations are printed on the requisitions when processed.

SLU processes the requisition as follows:

Upon receipt of a requisition from TRU, SLU determines the availability and location of the requested material. The SLU will put the location of material carried in stock on a DD Form 1348 and send it to MDU.

If the requested item is NC/NIS, SLU will put the status on the DD Form 1348 and forward the requisition to TRU for a recheck. The SLU conducts a physical warehouse/storeroom check on all NMCS/PMCS/work stoppage requisitions that were NC or NIS. When SLU receives the requisition rechecked by TRU, for a consumable item, and the status is still NC/NIS, SLU will forward the requisition to RCU. If the NC/NIS requisition is for a repairable item, SLU sends the green copy of the DD Form 1348 to RCU. The SLU will hold the remaining copies of the DD Form 1348 in the repairable suspense file until notified by RCU to induct the item as EXREP or work stoppage.

Upon notification by RCU to induct the item, SLU marks the requisition EXREP or work stoppage and forwards the DD Form 1348 to MDU for component pickup.

The SLU forwards the requisitions for repairable items, listed in the CRIPL, that are NC/NIS to RCU.

In activities that use the preposting method, the SLU function is not required. In this case, the stock control or storage branch assumes this task.

In NALCOMIS activities, SLU primarily uses conversation codes N610, N616, N628, N629, N631, N662, N670, N687, and N809. The SLU uses supporting conversation codes N606, N607, N619, N624, N632, N633, N634, N638, N639, N686, and N689. Refer to the *NALCOMIS User's Manual* for other conversation codes used by SLU.

MATERIAL DELIVERY UNIT (MDU).— The MDU is responsible for the pickup and delivery of all

material to and from supported activities. Also, this unit is responsible for planning and scheduling deliveries to meet the required time frame. Fragile material and delicate components that require special handling, special padding, or racks should be delivered by the most direct route to reduce the risk of damage.

The MDU processes requisitions as follows:

Upon receipt of requisitions for carried items from SLU, MDU delivers the requisitions to the storage location. The MDU picks up the material from the storage location and delivers the items to the customer. Upon issue of consumable material, storage personnel detach the original and green copy of the DD Form 1348 (6 pt). Storage personnel put the Julian date and time of issue below block V on the DD Form 1348 (6 pt). The MDU sends copies of the DD Form 1348 (6 pt) to stock control for financial and data processing actions. When MDU delivers a repairable item, it requires an immediate exchange or proof of previous turn-in unless the item is listed in the CRIPL or the requisition contains project code ZA9.

Upon delivery of the material, MDU will have the customer sign and put the date and time on the pink and hardback copy of the DD Form 1348(6 pt). The MDU gives the pink copy to the customer and delivers the hardback copy to RCU. If the material issued is a repairable item, MDU will pickup the turn-in item and all associated documents. Documents that may accompany the item include the MAF (or facsimile), service record card, or logbook. The MDU delivers the part and documents to the aeronautical material screening unit (AMSU) via the supply screening unit (SSU). The MDU returns a signed and annotated copy of the MAF (if used) and the original, green, and hardback copies of the DD Form 1348 (6 pt) to DCU.

If the turn-in repairable is not available, MDU will have the customer sign the yellow and hardback copies of the DD Form 1348 (6 pt), which are then forwarded to DCU. The MDU will give the pink copy of the DD Form 1348 (6 pt) to the customer.

The MDU will receive the original, pink, yellow, and hardback copies of the DD Form 1348 (6 pt) for EXREP or work stoppage requisitions. The MDU will pick up the repairable turn-in item with the associated documents and give the signed yellow copy to the customer as proof of turn-in. The MDU delivers the turn-in item, associated documents, and the original, pink, and hardback copies of the DD Form 1348(6 pt) to SSU.

The MDU may sign the local form/log when picking up repairable turn-in items before a requisition is processed by RCU. The MDU delivers the item and associated documents to AMSU, and gives the MAF copy (if used) to DCU.

In activities that use the preposting method, MDU may receive the requisitions from stock control or the warehouse. In this case, the DD Form 1348 original and green copies are deleted from MDU procedres.

The MDU also delivers material received from off station. Upon receipt of the material in supply, receiving personnel inform SRS. The SRS ensures that proper documentation is attached for delivery of the material. The SRS makes the appropriate entries on the requirements register, file, or log concerning the receipt.

In activities that use the preposting method, MDU delivers the DD Form 1348 (6 pt) marked “warehouse refusal” to TRU via RCU for processing.

NOTE: The NALCOMIS activities use the DD Form 1348-1 as an issue document. Distribution and use of DD Form 1348-1 copies may vary at each activity.

PRE-EXPENDED BIN (PEB) UNIT.— The PEB unit contains high-usage, maintenance-related consumable materials that have been expended from the supply department stock records and financial accounts.

The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance-related materials. The PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet storekeeper to aid in recognizing abuses to the pre-expended system.

Items subject to pilferage are retained within an enclosure with access limited to authorized personnel.

The SRS is responsible for the management and maintenance of the PEB. This includes the replenishment or turn-in action, as required. The PEB stock is limited to maintenance-related material having a minimum demand frequency of three per month. The quantity of each item pre-expended may not exceed an estimated 30-day supply, subject to the requirement that stock be replenished in-full package quantities.

The supply officer and the maintenance officer of the supported activity are jointly responsible for determining eligible items in the PEB. his includes items to be added or purged from pre-expended stocks. Eligible items with a unit cost of $150 or less may be routinely established in PEB stock. Eligible items with

a unit cost in excess of $150 maybe pre-expended with the approval of the commanding officer. The SRS will replenish the PEB as necessary.

Stock records require a quarterly review to ensure that all items have sufficient usage for retention in the PEB. You also should correct any mixing of pre-expended items during the quarterly review. As a minimum, purge and return to the supply department any item that had no demand within the last 12 months. Refer to OPNAVINST 4790.2 for list of items not authorized for inclusion in the PEB.

In NALCOMIS activities where PEB processing is implemented, supply personnel can use conversation code N603 to submit requisitions for replenishments. The user can also produce the pre-expended bin requisition listing by using conversation code N603.

PROGRAM MANAGEMENT UNIT (PMU).— The PMU is responsible for processing and expediting high-priority requirements, such as NMCS/PMCS, broad arrow, work stoppage, and EXREP. The PMU distributes daily status listings to supported activities. The PMU also performs a continuous reconciliation of outstanding requirements between supply and maintenance activities.

The PMU processes NC/NIS requisitions for consumables as follows:

The PMU receives the DD Form 1348 (less yellow, white, and green copy) from RCU. Upon receipt of DD Form 1348 (6 pt) copies marked NC/NIS, PMU passes the requisition off station. The PMU files the requisition in the direct turnover (DTO) due file.

Upon receipt of material, PMU will receive a copy of the shipping document from the receiving section. The PMU forwards the original DD Form 1348 to stock control for RECTYP 60 processing. The PMU attaches the pink and hardback copy of DD Form 1348(6 pt) to the receipt document. The PMU forwards the documents to MDU for pickup of material for delivery to customer.

The PMU processes NC/NIS EXREP and work stoppage requisitions for repairable parts as follows:

The PMU receives the green copy of DD Form 1348 (6 pt) as notification of EXREP or work stoppage. The PMU files the green copy in the pending file.

If the EXREP or work stoppage is RFI, PMU receives the white copy of DD Form 1348 (6 pt) from the document control unit (DCU). The PMU removes the green copy of the DD Form 1348 from the pending file and discards both the white and green copies.

If the EXREP or work stoppage part is beyond capability of maintenance (BCM), PMU receives the original, pink, and hardback copies of the DD Form 1348 (6 pt) from DCU. The PMU files them in the outstanding requisition file. The PMU removes the green copy of the DD Form 1348(6 pt) from the pending file. The PMU forwards the green copy to the supporting supply activity for financial obligation and initiates an off-station requisition.

Upon receipt of the receipt document from the receiving section, PMU must search the outstanding requisition file for the oldest requisition with the highest priority. If PMU does not find a requisition, PMU will coordinate with DCU to determine the disposition of the material. If PMU finds the requisition, PMU will notify MDU to pick up the pink and hardback copies of the DD Form 1348 (6 pt) from PMU and the material from receiving and deliver it to the customer. Concurrently, PMU will forward the original copy of the DD Form 1348 (6 pt) to DSF for RECTYP 60 processing.

The PMU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows:

The PMU receives the DD Form 1348 (6 pt), less white copy, from RCU. The PMU passes the requisition off station and forwards the green copy of the DD Form 1348 (6 pt) to the supporting supply for financial obligation.

Upon receipt of the material, PMU notifies MDU to pick up the remaining copies of the DD Form 1348(6 pt) from PMU. The MDU picks up the material from the receiving section and delivers it to the customer.

In NALCOMIS requisition processing within SRS, TRU will not see the requirement until after an issue has been made, an EXREP turn-in notice has been generated, an exception is processed, or a problem occurs. If the requested item is available, NALCOMIS will process the requisition and print a DD Form 1348-1 (issue document). The issue document will be printed on the assigned printer, such as in the warehouse, rotatable pod, or other areas. Upon receipt of the signed proof of delivery (POD) copy from MDU, SRS processes the transaction by using conversation codes N613 and N615. If another unit is assigned to process the issue transaction for repairable, they will process the issues by using conversation code N615. If an off-station requisition was processed as Receipt On Board on conversation code N613 but not completed on

N615, the requisition will appear in the daily DTO-ROB Report. On-station issues that were not completed on conversation code N615 will appear in the ISSIP Report.

Cancellation requests will be processed by PMU for issue priority groups I and II. The SRS processes all other requests for cancellation. Cancellations are processed by using conversation code N610 for on-station documents and N611 for off-station documents.

If the requested consumable item is not available, TRU will use conversation code N61 O to update the local status. The TRU can also use conversation code N610 to refer the requisition to other computer systems, if linked, for processing. The TRU or PMU can update the supply system status on the requisition by using conversation code N609.

If the requested repairable item is NC/NIS and TRU determines that there are no substitutes available, two things will happen. First, if the requisition contains 5S advice code, NALCOMIS will assign a local status of OFFMP. This status means off-line for manual processing. Check to see if the CRIPL 5S Advice cede is valid, and then coordinate with DCU to clear the status. If the requisition is valid, refer the requisition off station by using conversation code N610. If the requisition contains an Advice code 5G, NALCOMIS will post an EXREP status. When IMA confirms the item as BCM, the Carcass Tracking processing will pass the requisition off station. A REFER status will appear on the NMCS/PMCS Report after the JCBCM status.

Component Control Section

The component control section (CCS) is responsible for managing repairables in the local repair cycle asset (LRCA) storage area and the repair cycle, including retrograde. The CCS manages these items by performing inventory control over all repairable assets stored in the LRCA storage areas. This includes items in the intermediate maintenance activity (IMA) repair cycle and retrograde repairables being processed for shipment via ATAC. The CCS consist of four units. They are the document control unit (DCU), LRCA storage unit, supply screening unit (SSU), and awaiting parts (AWP) unit. The following paragraphs describe the responsibilities of the CCS units.

DOCUMENT CONTROL UNIT— The DCU is responsible for the control of all non-RFI components in the IMA repair cycle (except rotatable pool components). The DCU also maintains control of components awaiting turn-in from customers.

DCU maintains several files as follows:

The document suspense tile is a record of demands for repairable items. In manual processing, it contains the white copy of the DD Form 1348 (6 pt) that was received from TRU/RCU. The DCU holds this file in job control number (JCN) sequence until receipt of the corresponding MAF as proof of induction from AMSU.

The exchange due file contains records to indicate that a defective turn-in is due. In manual processing, this tile contains the yellow copy of the DD Form 1348 (6 pt) received from MDU. The DCU keeps this file in JCN sequence and uses it to follow up on the turn-in of defective units. The DCU ensures that customers turn-in defective components, listed in CRIPL, within 24 hours after receipt of the replacement. Upon receipt of the turn-in item, DCU gives the signed yellow copy of the DD Form 1348(6 pt) to the customer as proof of turn-in. The NALCOMIS conversation code N661 allows the user to print an IOU report. This report will list all of the criteria selected by the user. Conversation code N676 displays the IOU status information of a particular component. The NALCOMIS activities use a signed copy of the DD Form 1348-1 as proof of turn-in.

The induction return due file contains records of components inducted in the repair cycle. In manual processing it contains the MAF or facsimile copy. The DCU receives a copy of the MAF and the original, green, and hardback copies of the DD Form 1348(6 pt) from AMSU. The DCU uses these documents to check the exchange due file and, if necessary, discards the yellow copy of DD Form 1348 (6 pt). The DCU writes the issue Julian date on the original copy of the DD Form 1348 (6 pt) and sends it to DSF. The DCU files the MAF copy in the induction return due file until SSU submits the corresponding white copy of the DD Form 1348. The DCU also completes and verities the Material Data block of the MAF copy.

If a component returned from AMSU is RFI, DCU discards the white and green copies of the DD Form 1348.

If a component returned from AMSU is non-RFI, DCU sends the green copy of the DD Form 1348 to the financial section and discards the white copy.

After processing the components returned from AMSU and the MAF copy in the induction return due file, DCU sends the MAF copy to DSF for 3-M

processing. Upon receipt of the processed MAF copy from DSF, DCU files and retains it for 2 years.

The NALCOMIS conversation code N270 is the Automated Aeronautical Material Screening Unit (AMSU) Receipt. The AMSU uses this conversation to screen and induct items being turned-in for repair from the IMA. The AMSU uses conversation code N271 to screen and induct items turned-in by squadrons, ASD/SSC, or other external organizations. Processing in these conversation codes will create a DIFM record for tracking of items through the repair cycle. The process will also clear the IOU and suspense records.

The completed requisition file contains the signed copies of issues from the local repair cycle asset (LRCA). Upon receipt of proof of delivery copy from MDU, DCU files a copy, by document number sequence within organization code, in the completed requisition file. The DCU sends the signed DD Form 1348 (6 pt) hardback copy or DD Form 1348-1 to RCU for the POD file.

The EXREP or work stoppage file contains the DD Form 1348 (6 pt) for outstanding requisitions. This file represents the requirements for repairable items to be repaired by the IMA. When requisitions are in EXREP or work stoppage status, DCU files the DD Form 1348 in part number or national item identification number (NIIN) sequence. Activities may use VIDS board for maintaining this file. The NALCOMIS activities can print the EXREP status report by using conversation code N643.

If an RFI repairable component is received from IMA, DCU screens this file for the oldest requisition with the highest priority. The DCU removes the DD Form 1348 from the file, sends it to SSU, and informs PMU to remove the requisition from NMCS/PMCS/work stoppage listing.

NOTE: This should be the general guideline for material issues; however, latitude exists to fill other requirements when urgency of need does not tit within the age/priority parameters of UMMIPS, such as filling a younger requisition of a squadron with a more immediate requirement.

If an item received is non-RFI (beyond capability of maintenance), DCU removes the corresponding DD Form 1348 (6 pt) and sends it to PMU for processing.

There will be situations when customers turn-in defective components and do not require a replacement. Upon receipt of the MAF copy from AMSU, DCU prepares a DD Form 1348(6 pt). The DD Form 1348(6 pt) will contain the JCN, NSN, Purpose code, and material control code. The DCU marks the DD Form 1348 (6 pt) with the words “NO ISSUE” and sends it to SSU. The DCU files the MAF copy in the induction return due file or VIDS board. When DCU receives the component from AMSU, DCU processes the MAF copy (from the induction return due tile) and component as a normal return from IMA.

In NALCOMIS activities, DCU maintains the induction log. The DCU posts the document date and serial number (DDSN), MAF control number (MCN), part number, item serial number, and date/time received in the log. The DCU can discard the MAF facsimile after verifying that the item has been inducted. Upon receipt of non-RFI items, confirmed as BCM, SSU will complete log entries in the BCM log. The information in the log should include the status, date, and disposition of the material.

If the item is RFI, DCU prints a copy of the display screen from conversation code N668. The DCU uses this copy to check the latest status of the requisition and match the information with the MAF and RFI condition tag. The DCU may also use conversation code N669 to check for cross issues. Conversation code N669 will display all of the outstanding requisitions for the same item. The DCU will complete all of the log entries for the RFI item. The DCU marks or stamps the MAF “CLEARED CCS” and also stamps “R/POOL” on the outside of the pool items. Items processed as EXREP and returned in RFI condition will be returned to the requisitioner. The DCU will generate an issue document by using conversation code N621. The DCU will notify MDU to pick up the material for delivery to the requisitioner. Refer to the *NALCOMIS User's Manual* for additional information.

LOCAL REPAIR CYCLE ASSET STORAGE UNIT.— The LRCA storage unit is responsible for the receipt, storage, issue, and accountability of repairable assets for ASD/SSC. This includes items in the rotatable pool. The LRCA is part of an activity’s repairable fixed allowance. The LRCA assets are generally stored in a location that hastens timely IMA repair and return to the shelf in RFI condition.

The rotatable pool portion of the LRCA is located in an area that promotes efficient supply support of aircraft maintenance. The location should facilitate rapid issue to an organizational maintenance activity/intermediate maintenance activity (OMA/IMA). Co-location of the rotatable pool with

either IMA production control or the IMA is the most desirable arrangement. The major criteria for managing items in rotatable pool are supply support improvement, local demand, and space availability. However, inclusion of an item in the rotatable pool will not be constrained by a specific usage rate. Proper management of rotatable pool assets depends on judicious use of low limits to alert the IMA of critical situations. Use of low limits will prevent NIS situations by triggering a higher production priority in the IMA for repair. Repeated critical situations should highlight logistics management deficiencies and start review actions.

The supply department prepares a list of LRCA items carried in storage locations. The list specifically y identities those items in the rotatable pool. Supply distributes the list to all aircraft maintenance activities requiring supply support. The format of the list includes the NSN, manufacturer's part number, CAGE code, WUC, family group cede, description, and LRCA item number. Supply prepares the list in various sequences adapted to the needs of the maintenance activities.

Afloat activities maintain operational support inventory (OSI) by using the aviation consolidated allowance list (AVCAL) process. FASOINST 4440.15 describes procedures for establishing retail requirement levels for consumables and repairables afloat. Shore activities use the shore-based consolidated allowance list (SHORCAL) process. FASOINST 4440.16 describes the procedures for the retail establishment levels ashore.

The OSI/fixed allowance is a result of negotiations between the operating sites and the Aviation Supply Office (ASO). The activity's OSI/fixed allowance assets are subject to ASO redistribution only to fill issue priority 1, issue group 1, NMCS, or PMCS requisitions. Otherwise, it is protected from ASO redistribution. The OSI/fixed allowances are managed under several Purpose codes. The following texts describes the Purpose codes.

Purpose code "W" is assigned to the OSI retail level and consists of aviation depot-level repairable (AVDLR) and field level repairable (FLR).

Purpose code "L" is assigned to the supplemental aviation spares support requirements. The quantity on hand in "L" will equate to the quantity deployed.

Purpose code "A" is assigned to the wholesale FLR and AVDLR that are not part of the authorized site fixed allowance.

Allowance change requests are submitted to ASO with information copies to ACC/TYCOM and are subject to negotiations. Use NAVSUP Form 1375 for submitting allowance change request. Allowance computation after the initial outfitting or reAVCAL/reSHORCAL is based on the activity's usage and repair history. The local usage/repair history data base used for allowance computation will be 12 months, except for new systems or aircraft. In case of new equipment or aircraft aboard for less than 1 year, use a minimum of 6 months of data. Use the local repair cycle requirement (LRCR) table provided in FASOINST 4440.15/4440. 16 for determining allowance quantity. OPNAVINST 4790.2 also provides an LRCA table for computing allowances.

Repairable item fixed allowances are determined by turnaround time (TAT) and monthly usage. If the TAT is stable, assets will be available as requirements occur. If TAT lengthens for any unusual reason, rotation of assets slows and affects readiness. The TAT performance must be monitored. Supply should conduct liaison with IMA when excessive TAT begins to impact support performance. When using TAT in computing allowances, each TAT element will be constrained as follows:

- Removal to IMA, 1 day
- Scheduling time, 3 days
- AWP time, 20 days
- Actual repair time, 8 days

NOTE: The total average TAT will be limited to a maximum of 20 days for each NIIN in each case. Constraints will be applied to each case before totalling.

Issue procedures for LRCA may vary between activities. The procedures depend upon manual or automated processing. In manual processing, issue of LRCA begins in SRS when the storage area and SRS are collocated.

The LRCA will receive the original, green, pink yellow, and hardback copies of the DD Form 1348 (6 pt) from MDU. The LRCA will breakout the requested item and put the Julian date and time below block V of the original copy of the DD Form 1348 (6 pt). The LRCA will give the material and all DD Form 1348 (6 pt) copies to MDU for delivery to the customer. The LRCA posts the issue transaction on stock records.

Flight deck issue is the process of issuing repairable material to meet the flight deck or flight line urgent

requirements. In this case, an item is issued without normal documentation. Issue and control procedures must be established for issuing repairable items to customers. The following procedures apply:

- Receive demand directly from the customer (customer must provide JCN).
- Break out the material and issue it to the customer.
- Prepare the DD Form 1348 (or similar document) and enter the Julian date and time below block V on the original and green copies.
- Send the green copy of DD Form 1348 to DSF and post the issue on stock record.
- Send the DD Form 1348 white, green, and yellow copies to DCU.

The LRCA will receive RFI repairable items that have been inducted through the repair cycle from AMSU. The repairable items must have the applicable logs, records, SRC, or other associated documents, Upon receipt of an item, LRCA will stow the material and post the receipt transaction on the stock record.

The NALCOMIS activities may have several LRCA storage locations or repairable pools. If the item requested by the customer is available, the issue document (DD Form 1348-1) will be printed from the designated printer location. If the requested item is located in the R-pool, personnel will break out the item for issue by using the location on DD Form 1348-1, and stamp all copies "R-POOL." The individual doing the break out will sign, put the date and time of break out, and put the serial number of the item being issued on the DD Form 1348-1. The R-pool retains copy 6 of the DD Form 1348-1 until receipt of the POD from MDU. The primary conversation codes used by R-pod are N609, N610, N612, N613, N614, N615, N616, N639, N670, N671, N676, and N677. Refer to the *NALCOMIS User's Manual* for other conversation codes used by the R-pod.

SUPPLY SCREENING UNIT.— The SSU is responsible for processing all items returned from the IMA. The SSU should be located next to the AMSU. The SSU is also responsible for preparing retrograde for shipment via ATAC within 2 working days. The SSU also processes field level repairable for shipment or return to storage. Where practical, retain items with assigned movement priority designator 03 in the Master Repairable Item List (MRIL) in awaiting shipment no longer than one-half of a workday.

Under fixed allowance procedures, DLRs must be certified BCM and prepared for shipment to a DOP before a replacement can be requisitioned for stock or end use (excluding CRIPL items and ZA9 Project code). Every section or unit concerned with repairable must handle BCM DLRs quickly.

Assign document numbers for shipping unserviceable AVDLR as follows:

- For material issued from the wholesale stock or DBOF stores account, use the requisition number. For example, the stock point issued the item on a ZA9 requisition. Upon receipt of the item, the squadron turned in the unserviceable part for repair to AIMD. After induction, AIMD certifies the item as BCM. In this case, the shipment document number for the retrograde must be the same as the requisition.
- For material issued from end use, such as ASD/SSC, use the replenishment document number. The retrograde shipment document must cite the document number of the stock replenishment. This will close the loop of carcass tracking.

NOTE: Refer to FASOINST 13490.3 for identification and disposition of repairable aircraft tires.

The SSU maintains the IMA due file. This file contains the white cop y of the DD Form 1348 received from DCU. The SSU retains this copy until receipt of the signed off MAF copy (or facsimile) from AIMD.

Upon receipt of the items from IMA, SSU processes them as follows:

- Checks the condition of the item as indicated on the MAF (or facsimile).
- Removes the corresponding white copy of the DD Form 1348 (6 pt) from the IMA due file and sends it to DCU with the appropriate annotation.

SSU processes RFI items for stock as follows:

If the item was issued from A-purpose or non-LRCA W purpose stock mark a copy of the MAF (or facsimile) "STOCK" Mark or stamp "RFI" on the DD Form 1348(6 pt) white copy and forward it to DCU. Initiate a DD Form 1348-1 and send the item and associated documents to the warehouse.

If the item was issued from W-purpose and is locally repairable, mark a copy of the MAF (or facsimile) "LRCA." Mark or stamp the DD Form 1348(6 pt) white copy "RFI" and forward it to DCU. Send the RFI item

with the MAF copy (or facsimile) and associated documents to the LRCA storage unit.

SSU processes RFI items for issue on requisitions as follows:

If an outstanding requisition exists for the item, SSU will receive the requisition from DCU. The SSU will provide MDU with the RFI item, associated documents, and DD Form 1348 (6 pt) pink and hardback copies.

There will be instances when the DD Form 1348(6 pt) white copy in the MA due file indicates that an RFI item should be returned to LRCA storage. In this case, SSU will process the item as follows:

- Attach the original copy of the DD Form 1348(6 pt) to the MAF copy. Forward the copies to the LRCA storage location with the appropriate remarks for affecting a receipt against the JCN on the MAF copy and for issue against the JCN on the original copy of the DD Form 1348 (6 pt).

- Mark or stamp the white copy of the DD Form 1348 (6 pt) "RFI." Send the white copy of the DD Form 1348 (6 pt) to DCU for completion of the MAF copy (or facsimile) in the induction return due file.

There will be instances when the white copy of the DD Form 1348 (6 pt) indicates that the RFI item was intended to be returned to A-purpose stock. In this case, SSU will process the RFI item as follows:

- Notify DCU to process MAF copy (or facsimile) with RECTYP 61.

- Mark or stamp the white copy of the DD Form 1348 (6 pt) in the IMA due file "RFI." Attach the white copy with the original copy of the DD Form 1348(6 pt), used as the issue document. Send both copies to the inventory control division to clear the due in from maintenance (DIFM) file (if used) and post the issue. The completed original copy of the DD Form 1348 (6 pt) will be forwarded to DSF for processing.

SSU processes non-RFI items as follows:

Upon receipt of a non-RFI item from AIMD, SSU will process the item and associated documents as follows:

- Match and verify the part number, serial number, CAGE, and other data on the item with the MAF copy (or facsimile).

- Determine the disposition by using the MRIL and NAVSUPINST 4421.20.

- If not provided from another source (automated procedures), prepare a DD Form 1348-1 by using the information from the white copy of the DD Form 1348 (6 pt). Assign a shipment document number as described in previous paragraphs.

- Enter the JCN from each non-RFI item to be shipped in blocks V and Y of the DD Form 1348-1.

- Mark or stamp the white copy of the DD Form 1348 (6 pt) "DSP" or "dispose of," as applicable. Enter the activity to which the item is to be sent, such as ATAC, and enter the Julian date it is released for transportation. Forward the completed white copy of the DD Form 1348 (6 pt) to DCU.

- Ensure the JCN on the MAF copy (or facsimile) is legible.

- Ensure that a material condition tag (fig. 9-2) is securely attached to the item. The Remarks block should contain the Type Equipment code (TEC) and JCN.

- Insert the SRC, logs, records, and other documents in a sealed plastic envelope separate from the DD Form 1348-1, condition tag, and MAF copy (or facsimile).

- Route the non-RFI item, MAF copy (or facsimile), DD Form 1348-1, and associated documents to the next point of action. This may be the packing section, slipping section, or ATAC hub representative.

l Dispose of those items that are coded WW in the MRIL to the nearest Defense Reutilization and Marketing Office (DRMO). When material is physically shipped or transferred to DRMO, furnish a shipment status card (DI A53) according to DOD 4000.25-1-M, MILSTRIP.

SSU processes field-level repairable (FLR) as follows:

Cognizance symbol 1R and material control code D identify FLR items. These are repairable assemblies that have an SM&R code that limits their restoration to usable condition to I-level maintenance. Upon receipt of a defective FLR, IMA will determine its repairability and return it to RFI condition or declare it BCM. If the item is BCM, SSU will arrange for disposition by using the information in the MRIL. The SSU procedures for processing FLR items are essentially the same as for DLR with the following exception. Some FLR have an assigned DOP (as indicated in the MRIL) and must be shipped to the DOP or DSP when BCM action occurs.

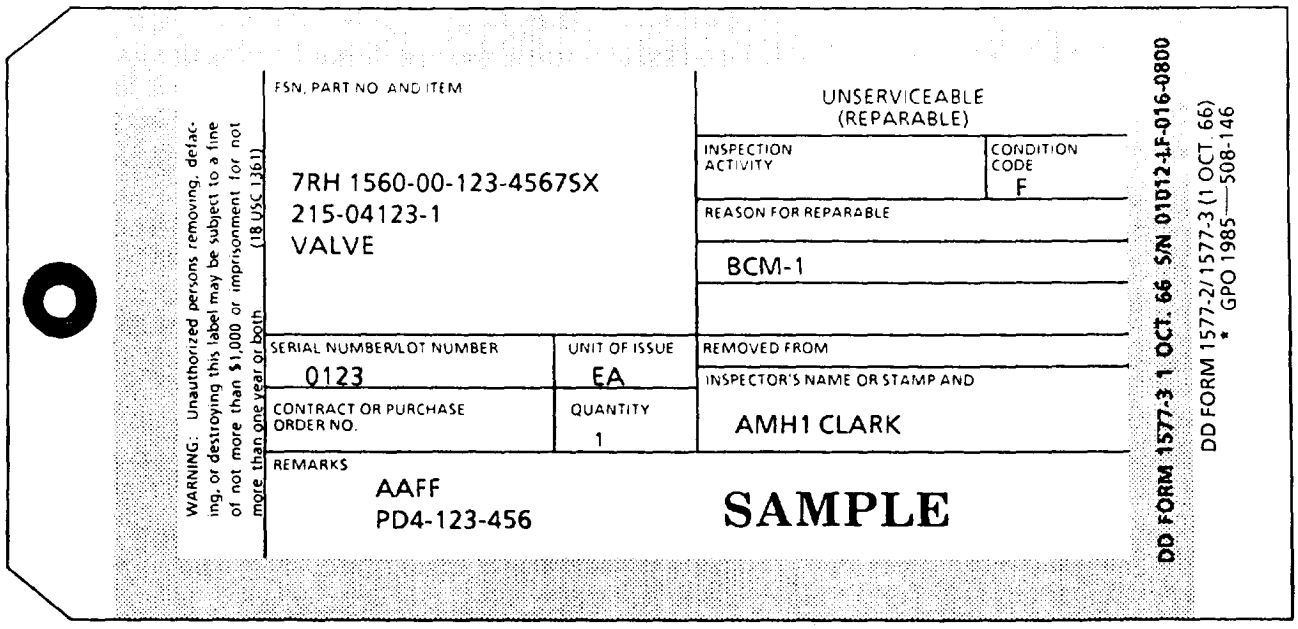

Figure 9-2.-Unserviceable material label.

According to NAVSUPINST 4421.20, FLR must not be shipped via ATAC hub.

Handle non-RFI repairable items in the same manner as RFI items. Provide particular care to prevent further damage of repairable that are being shipped for rework. The RFI repairable items that will be reissued to local operating units in a short period of time need minimum packaging and preservation.

The IMA is responsible for internal and external preservation (prior to packing) of all items. The IMA is also responsible for providing adequate protection to items during movement to the supply packing and preservation section. Supply is responsible for the final packing and preservation of repairable items (less engines) prior to shipment or storage. The IMA performs the packing and preservation of engines. Use the proper container when storing (for a long period) or shipping engines.

The supply department is responsible for processing material exhibits for investigation. These are items needed for an engineering investigation (EI) or Quality Deficiency Report (QDR). According to the NAMP, supply should hold material for 30 days pending disposition instructions from the cognizant field activity (CFA). When directed, supply will screen stock items suspected as defective. If the disposition instruction is not received in 30 days, request a disposition instruction from the CFA. If it is determined that an investigation is needed, the maintenance engineering cognizant field activity (MECFA) will request the holding activity to ship the item. Ship items via the ATAC hub.

Ship the item in "as is" condition. If contradictory safety instructions exists, they take precedence over the instructions in OPNAVINST 4790.2. When a hazardous condition is evident, perform only those tasks necessary to protect the item. When processing the item, the following procedures apply:

- Cap or package the item immediately to prevent contamination, corrosion, or further damage.
- Do not attempt any disassembly of the material.
- Do not make any adjustments.
- Do not perform any type of cleaning.
- For suspected contamination, send sample of fluid in a clean and sealed container.
- Send all failed fragments, wrapped separately.
- Package the item in the same level of protection as RFI parts.
- Mark or tag the item with the control number provided by the CFA.

The following paragraphs describes the procedures for preparing the EI/QDR exhibit for shipment.

Mark the document and all sides of the container with the words "ENGINEERING INVESTIGATION" or "QDR." Cite the control number provided by the CFA. When using parcel post, register the shipment. Attach a copy of the message report to the material.

Prepare the DD Form 1348-1 accordingly. In record positions 1-3, enter BEI (for EI) or BQD (for QDR). Enter Condition Code L in record position 71. Enter other data according to MILSTRIP.

In the "Ship To" block (block B), enter the shipping code and address according to the disposition message. If an item is being sent to a commercial activity, the shipping code is that of the commercial repair facility. An item being sent to an organic depot will have the shipping code of the collocated supporting supply department (SSD) or designated support point (DSP). The MRIL contains shipping codes used for EI/QDR material.

In block D, enter the words "investigation material" and the control number. Use block N for security code, if required. Assign Project code 754 and movement priority designator 03. Enter Condition code L in block P and the JCN in block V. Enter the nomenclature and serial number (if required) in blocks X and Y. Enter the contract number, project order, or other material data in blocks AA-CC, and send a copy to ASO (_R Cog). Enter the words "PACKAGING REQUIRED" in block EE if the item requires additional packaging by a transshipping activity. Enter the UIC and name of the receiving activity in block 11 if the item is turned over to another Navy activity for transshipment. Enter the Julian date of shipment in block 12. Refer to NAVSUPINST 4440.187 for additional policies and procedures for control of DLR forwarded for investigation.

The DD Form 1348-1 must be stamped with "EI" or "QDR," in 3-inch letters without obliterating any vital data element. This will help in receipt and routing of material.

The activity shipping the item for investigation is responsible for notifying the receiving activity about the shipment. When notified by CFA that the EI/QDR exhibits have not been received, supply will assist in locating the material.

The supply department must process any EI/QDR items to be shipped directly to a contractor's plant or released to a contractor's representative. Supply will issue the item on a custody basis, only after receiving the authority from the MECFA. Ship DLR exhibits destined to a commercial contractor's depot via ATAC hubs for processing.

In NALCOMIS activities, SSU uses conversation codes N618 and N667 as primary conversation codes in the computer. The SSU uses conversation codes N659, N660, N668, N675, N677, and N679 as supporting conversations. The DCU will process components returned from the IMA on conversation code N621. When using conversation code N621, the computer will record the disposition of the component and produce the hardcopy notice to accompany the component. Also, this conversation code will produce a DD Form 1348-1 issue document for RFI components being issued to the original requestor. It also produces a DD 1348-1 shipping documents for components with confirmed BCM action. Conversation code N621 will generate a stow notice if the RFI item is for stock. Refer to the *NALCOMIS User's Manual* for more details on SSU procedures.

AWAITING PARTS UNIT.— The AWP unit is responsible for receiving, storing, and controlling all AWP components returned from the IMA. This unit should be located next to IMA production control.

The following is a partial list of AWP responsibilities. (Refer to OPNAVINST 4790.2 for more details.)

- Establishing holding and staging areas.
- Requisitioning piece parts and maintaining requisition files, registers, and records necessary to monitor, follow-up, expedite, reconcile, and report material demands for component repair.
- Maintaining liaison with the SRS on maintenance material matters to guarantee delivery of material required for component repair.
- Receiving incoming material, identifying it to the failed component, and when all required material is received, reinducting the component.
- Continually reviewing and following up on off-station requisitions to fill AWP requirements.
- Establishing procedures to make sure unsatisfactory LRCA AWP situations are made known to higher authority for assistance.
- Making recommendations for controlled cannibalization of AWP components after joint review and determination between the AWP unit representative and the IMA production control.
- Establishing procedures to BCM components to the next level of repair when appropriate. The AWP management personnel must be responsive to aircraft

maintenance needs by performing timely follow-up, validation, and BCM actions.

The supporting DSF provides the AWP listing weekly. The contents of the listing are basically the same as the NMCS/PMCS listings.

There are occasions when the part, needed by maintenance to fix a repairable item, is not available locally. When this occurs, the repairable item is considered to be in AWP status. Upon notification of the requisition status, the maintenance work center supervisor will prepare the item and documents for transfer to AWP holding area. In all cases, even if requisition status is not received, the AWP item will be delivered to the AWP holding area within 24 hours from the time a part is requisitioned by the work center. The intent is to move all AWP items from the work center to AWP holding area when local supply action is complete. Aircraft engines and other large components may be retained in the work center when movement to an AWP holding area is impractical.

Before accepting the AWP item, ensure the work center has completed the required data on the MAF (or facsimile). The AWP unit personnel submit the requisition to SRS and put the requisition date and serial in the Failed/Required Material block of the MAF (or facsimile).

In some occasions, AWP unit personnel may receive a part that does not satisfy the intended maintenance action. This occurs when wrong material was received/ordered, material was improperly marked, or non-RFI. When material received was determined to be non-RFI after installation, requisition a replacement item. If the item is a shop replaceable assembly (SRA), use the original MAF (or facsimile). If the item is a weapons replaceable assembly (WRA), use a new JCN. The applicable work center prepares the MAF (or facsimile) turn-in document by using When Discovered code "Y" to accompany the non-RFI item.

When the repairable part received was determined to be non-RFI but was not installed, prepare a DD Form 1348-1 as the turn-in document. Put enough information in the Remarks block of the DD 1348-1 to permit the supply department to submit a ROD, if required. Reorder the material (if required) by using a new document number. Put the original document number in the Remarks block of the new requisition. In this case, the original MAF (or facsimile) remains outstanding.

The AWP unit personnel must conduct the following requirements:

- Establish a location system for the AWP components. A work unit code (WUC) system may be the most efficient.
- Assign document serial numbers unique to AWP requisitions.
- Move requisitions from one component to another when cannibalization is authorized.
- Store repair parts received, associated documents, and hardware received from the work center with the AWP item.
- Present AWP items for reinduction to IMA when all required parts are received.
- Ensure that the VIDS/MAF (or facsimile) contains the proper entries before receiving or delivering the AWP item.
- Deliver all repair parts accompanying the component to the proper work center.

The accuracy of AWP inventory requisition records and outstanding requisitions must be maintained through weekly reviews. A standard of no less than 98-percent accuracy is necessary for effective AWP management.

Record the results of each validation in terms of overall accuracy for the following categories:

- One or more valid outstanding requisitions exists for each AWP item. Submit requisition for noted deficiency.
- A valid AWP component exists for each outstanding requisition. Cancel requisitions to correct the error.
- The locator system reflects the same location as the AWP item. Update records to correct errors.

To validate AWP items, use the MAF (or facsimile) to validate with the AWP items in the holding area location. Tag the validated items. Upon completion, research those AWP items not tagged and perform corrective actions. Also, validate all AWP items retained in work centers during this time.

Use the MAF (or facsimile) to validate required parts with the outstanding requisition file. Submit a requisition for items listed in the Failed/Required Material block of the MAF (or facsimile) with no outstanding requisition on file. Cancel those requisitions in the outstanding requisition tile that are not listed on

the MAF (or facsimile). Upon completion of AWP validation, correct the AWP listing accordingly.

The AWP retention goals and thresholds apply to all fixed allowance assets. A daily count of AWP items must be conducted to provide management flexibility. The age of AWP components should be color coded (20, 30, 60, and over 60-day increments).

Supply and maintenance personnel must review the AWP when the following situations exist:

- Any time the number of AWP components on hand exceeds 15 percent of the average monthly IMA inductions.

- The number of aged (more than 60 days) AWP components exceeds 1 percent of the average monthly IMA inductions.

There will be situations that will require the use of apiece of a part on a given AWP item that was received for another AWP item. It is sometimes necessary to remove an installed part from an AWP item to fix another AWP item. To ensure replacement of a cannibalized part, a control system is required. The key to controlled cannibalization is documentation. Some occurrences are as follows:

- AWP work center review. The work center supervisor or representative determines that, by judicious use of available piece parts accumulated among a group of like AWP items, a given number of those AWP items can be repaired.

- CCS initiated review, Outstanding NMCS or PMCS requirements for repairable may require CCS to screen AWP items. The CCS may determine if potential cannibalization is feasible to satisfy the NMCS/PMCS and request the work center to take action.

The BCM-4 is an Action Taken code assigned to a repairable item that was not repaired because of lack of parts. Before processing an AWP item as BCM-4, ensure all necessary actions were taken to get the part. Review outstanding requisitions for AWP items on a daily basis. Submit a follow-up if a positive status is not received within 10 days. If a satisfactory status is not received 10 days after the follow-up, submit a request for assistance to the ACC/TYCOM. Refer to NAVSUP P-437 and chapters 3 and 4 of this TRAMAN for additional information about supply assistance requests.

There are many variables to consider before you can BCM an item. They are listed as follows:

- Operational requirement. The component maybe required to meet a specific operational tasking.

- Readiness. Mission capable (MC); full mission capable (FMC).

- IMA production capacity.

- Supply system availability of repair parts versus availability of WRA or SRA.

- Financial impact, considering the cost of repair parts vice net cost of WRA or SRA.

To process the item for BCM-4, reinduct the item into the work center. The work center will reinstall the piece parts and perform preservation on the item. Ensure that the item is complete (no missing parts) before shipping it to the designated ATAC hub. Request for approval to retrograde assets will include the following information:

- Nomenclature

- NSN

- Part number

- Quantity

- Past 90-day removal rate

- Normal median TAT in IMA

- Tentative BCM code of defective item

- Narrative of problem precluding local repair

Include the 30-day assist message previously submitted to the ACC/TYCOM as reference. Other assets held in AWP may be BCM without prior ACC/TYCOM approval when the retention limitations are reached.

In a NALCOMIS activity, AWP personnel use several conversation codes to perform AWP functions. Some of these conversation codes are as follows:

Conversation code N203 provides a cross-reference of part number to a CAGE and stock number.

Conversation code N216 displays the Failed/Required Material Data of the MAF Control Number (MCN).

Conversation code N644 is used to receive a component into the AWP location. The Job Status code must be “WT” to process component into AWP location.

Conversation code N646 is used to release AWP components back to the repair cycle. The Job Status

code must be "WQ" (awaiting parts) to release documents from AWP.

Conversation code N648 is used to perform transpose actions (AWP cannibalization) of repair parts from an AWP component to another.

Conversation code N649 is used to update or identify AWP location of a component.

Conversation code N680 displays information concerning the status of a particular component and its material requirement.

Other conversation codes used by AWP personnel are N605, N607, N608, N609, N611, N612, N613, N615, N668, N669, N670, N675, or N679. Refer to the *NALCOMIS User's Manual* for detailed information about these conversation codes.

INTER-IMA SUPPORT

Instances will occur where a repairable item, which is beyond the capability of the local IMA, is shipped to an off-station IMA for repair and return. The procedures for the repair and return program are in two parts. It consist of procedures for the shipping activity and the receiving activity.

The shipping activity will process defective items for repair and return as follows:

- SSU receives the defective item with a new MAF (or facsimile) from the work center. The JCN and other data on the MAF (or facsimile) must be the same as in the original MAF.

NOTE: Jointly, AMSU and AWP will prepare the new MAF (or facsimile).

- DCU removes the corresponding copy of the MAF (or facsimile) from the induction return due file and completes the Material Data block. The DCU will forward the completed copy of the MAF (or facsimile) to DSF for 3-M processing.

- Supply ships the defective item, new MAF (or facsimile), copy of original MAF (or facsimile), and the DD Form 1348-1 according to local procedures. Attach all applicable records, log books, SRC, or other associated documents with the item. Retain one copy of DD Form 1348-1 for tracking the shipment.

The receiving activity uses local procedures in processing receipts of items for repair and return. The item should have with it the new MAF (or facsimile), a copy of the original MAF (or facsimile), associated logs and records, and DD Form 1348-1. The following procedures for processing the items apply:

- ASD/SSC receives the items, new MAF (or facsimile), copy of the original MAF (or facsimile), associated logs and records, and DD Form 1348-1.

- ASD/SSC delivers the defective items and associated documents to AMSU for induction. Files the new MAF copy (or facsimile) in the induction return due file.

- After completion of the maintenance action, SSU receives the item, a copy of the new MAF (or facsimile), and associated documents from AMSU.

- DCU completes the MAF copy (or facsimile) from the induction return due file and sends it to DSF for 3-M processing.

- The supporting supply will ship the items, a copy of the new MAF (or facsimile), associated documents, and the DD Form 1348-1 according to local procedures.

The NALCOMIS activities use conversation code N271 to induct items for inter-IMA repair. Upon return of the component from the inter-IMA repair, NALCOMIS activities use conversation code N641 to process the item. All other conversation codes used for processing the item during the repair cycle are the same as AMSU and CCS use.

DEPOT CUSTOMER SERVICE REQUEST

The ASD/SSC initiates customer service requests (OPNAV 4790/36A) that are not initiated by IMA. The IMA requests are limited to services not requiring repair of repairable item. ASD/SSC will initiate a request if one of the following conditions exists:

- Outstanding NMCS/PMCS/work stoppage requisitions exist.
- The unserviceable item requires depot test or check.
- Supply system asset status indicates that a replacement is not now available.

ASD/SSC is responsible for the following:

- Preparing a funded OPNAV 4790/36A.
- Transporting material for customer service to and from the depot via traceable means.

- Maintaining suspense and completed records on depot customer service transactions and record associated statistics and usage data.

Depot customer service will not be requested for repairable items requiring extensive repair or overhaul. However, if the item is not included in the HI BURNER and Application Operation B08 Scheduling Programs, the Naval Aviation Depot Operations Center will be requested to authorize customer service if a serious NMCS/PNICS/Work stoppage condition exists.

NALCOMIS activities use conversation code N271 to enter the JCN to the system. Conversation code N641 is used to process the return of a component from depot customer service. This conversation will record the disposition of the item and produce the hardcopy notice to accompany the item.